

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
SPECIAL MEETING DECEMBER 12, 1966

The Civil Service Board met in special session in the Conference Room at 819 Tenth Street at 2:00 p.m.

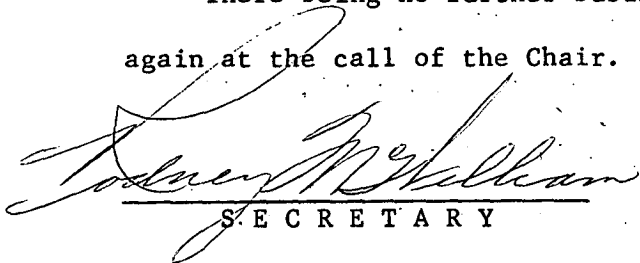
PRESENT: Members Street, Erickson, Alexander, Genshlea.

ABSENT: Member J. Diepenbrock.

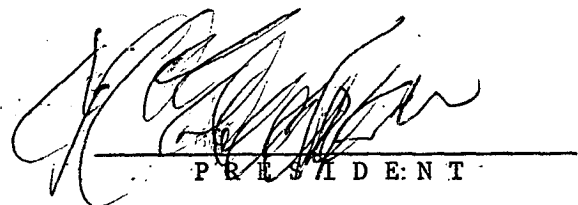
Mr. F. C. Erickson, Board Chairman, advised that this Special Meeting was called for the purpose of considering a letter of transmittal to the City Council regarding the classification and pay survey prepared by Cooperative Personnel Services and which was adopted by the Civil Service Board at the meeting held December 5, 1966.

Secretary submitted a proposed draft of a letter of transmittal which was discussed at length. After certain changes were agreed upon, the Personnel Officer was directed to prepare the letter of transmittal to be submitted to the City Council and which is made a part of these minutes.

There being no further business, the meeting adjourned at 3:00 p.m. to meet again at the call of the Chair.



S E C R E T A R Y



P R E S I D E N T

City of Sacramento

CIVIL SERVICE BOARD AND PERSONNEL DEPARTMENT

CIVIL SERVICE BOARD MEMBERS

James Alexander
James Diepenbrock
F. C. Erickson
Joseph Genshlea
Wilfred Street

OFFICE OF THE BOARD AND PERSONNEL DEPARTMENT

819 10th Street
Phone: GI 2-5041

Rodney McWilliam
Personnel Officer



December 13, 1966

Honorable City Council
City of Sacramento
City Hall
Sacramento, California

Members in Session:

On February 17, 1966, the City Council authorized a classification and pay survey as recommended by the Civil Service Board. The survey was conducted by Cooperative Personnel Services, an agency of the State Personnel Board. The classification survey excluded "uniform" police and fire classes, hourly "prevailing rate" classes, and refuse collectors; the pay survey was extended to all classes other than those on hourly "prevailing rates".

This survey has now been completed. Cooperative Personnel Services has submitted a final report to the Civil Service Board outlining a completely revised classification plan with specifications for each class; an allocation list showing position allocations to the classes based on the duties and responsibilities assigned to each employee's position; proposed salary ranges for each class based on a survey of salary rates of "bench-mark" classes in other California cities and local governmental agencies; and procedures for the installation of the new plan. With minor modifications made in the area of salary ranges for certain classes, the report has been adopted by the Civil Service Board, and the attached salary ordinance, based on this survey, is recommended to the City Council for adoption. It should be noted that the proposed salary ordinance omits any recommendation on the salary range for the City Manager.

During the course of the survey, employees, employee representatives, and department heads were given the opportunity of reviewing the recommendations made by Cooperative Personnel Services and to make requests for changes, either from a classification or pay standpoint. These requests were further studied by the consulting agency, and a summary of their findings presented. Opportunity was given to appeal these findings to the Civil Service Board, and many individuals and groups did so during the course of two full days and one evening devoted to hearing these appeals.

It is the consensus of the Board that a very thorough and comprehensive survey has been prepared and presented after careful review of the job duties and responsibilities attached to city positions and investigation of current salary levels in other public jurisdictions and salary trends generally. It represents a significant improvement in the classification of positions to achieve the goal of "equal pay for equal work" and reflects the continuing upward movement of salary levels both in government and in private industry during the past year.

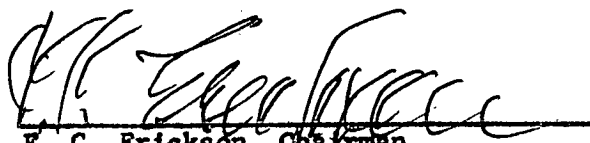
The salary ordinance recommended will, if adopted and made effective January 1, 1967, result in additional costs for personal services in an estimated amount of \$514,000 for the balance of the fiscal year. This includes 10% added for the cost of retirement system contributions, compensation insurance, and related benefits. Of this amount, approximately \$382,000 will be required for those departments supported by the general fund. While the actual amount of increase for individual employees will vary from zero to 22½%, about 90% of the employees are recommended for increases of 1, 2, 3, or 4 ranges (2.3%, 4.6%, 6.9%, or 9.2%). Approximately 130 employees, most of whom occupy clerical positions, are not recommended for any increase. This includes 22 positions placed on "y-rates", i.e., 22 positions in classes where the salary range is recommended for reduction or where a position is re-allocated to a class with a lower salary range, but without reduction in the employee's current salary rate. Overall, the average increase is approximately 5.6% for the 2,160 employees paid on a monthly salary basis.

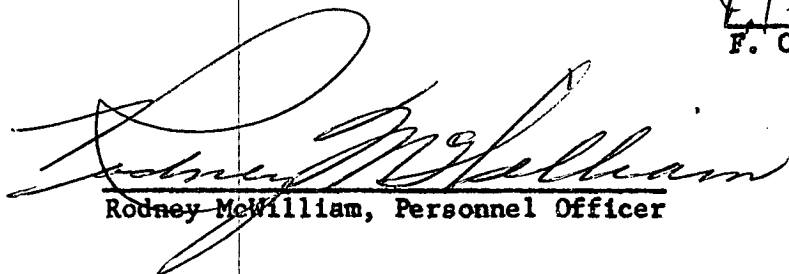
The Civil Service Board wishes to bring to the attention of the Council certain comments contained in the final report which, in the opinion of the Board, should be studied by the city administration for possible future action. These comments are contained in pages 14, 15, and 16 of the report attached hereto, and related to night-shift differential pay and policies regarding overtime pay, working "out-of-class" and "on-call" pay.

The Board wishes to take this opportunity to express their appreciation to city department heads, employees and employee representatives for their cooperation and assistance during the course of the survey, and to the consulting agency - State Cooperative Personnel Services - for the expeditious and capable manner in which the survey was prepared.

Respectfully,

CIVIL SERVICE BOARD


F. C. Erickson, Chairman


Rodney McWilliam, Personnel Officer

SPECIAL COMMENTS

GENERAL

During our job analysis interviews and meetings, questions were repeatedly raised by employees concerning the City's practices with respect to overtime pay, pay for working out of class, standby and call-back pay and night shift differential. These questions were an expression of wide-spread employee dissatisfaction with a lack of uniformity of treatment of personnel in the different City departments. In response to the number of individual requests received concerning these four matters, we believe it is appropriate to bring them to the attention of the Civil Service Commission and City Council.

Overtime Compensation

We found the following practices regarding overtime:

- Time and one-half compensation for overtime worked;
- Straight time compensatory time off for overtime worked;
- Straight time pay for scheduled overtime and time and one-half pay for emergency overtime;
- Either time and one-half pay or straight time compensatory time off at the discretion of the department.

In some departments that have seasonal work peaks, departmental policies with respect to employees working overtime, accumulating compensatory time off and taking it during slack work months seems to be working well. However, there are other instances where seasonal work is not involved and there are inconsistencies among City departments in the method of compensating for overtime worked. For example, in one department employees are paid overtime if they return to work in their regular class, but if they return to work in a slightly higher class they are paid a lower straight time rate. Based on the information gathered by the survey staff, we believe it would be appropriate for the City to examine its existing overtime policies to determine whether:

1. A uniform city-wide policy would be appropriate for the departments in which overtime pay is customarily authorized. (Such a policy would, of course, except police, fire, administrative and certain other classes).
2. The existing overtime policy with differences of practice left to the departments as to the amount and methods of compensation should be retained.

Pay for Working Out of Class

As with the method of handling overtime, pay for personnel working in a higher classification is subject to departmental policies. For example, one department totals the number of days each month an employee works out of class, even if only one day at a time, and pays the employee for his total time at the end of the month. This approach is extremely liberal when compared to the practices of the other survey agencies. In another department, an employee elevated to the first supervisory level for up to ten days receives payment for total time worked out of class. But if an employee in a class at the first supervisory level works in a class at the second supervisory level, the time worked out of class must total 30 consecutive days before the employee is paid for working in the higher class. We advise that the City examine the existing departmental policies with regard to working in a higher class for limited periods and determine if there is a need for a standard policy applicable to all departments for such work.

Standby Pay and Call-back

Several city departments maintain formal emergency call schedules and pay employees who are required to remain at home and await emergency calls, \$20 a week for each week spent on call. In addition to the \$20 standby pay, these employees are paid time and one-half for time worked when they are called out on an emergency. However, other departments maintain an "informal" standby schedule and when their employees are called out for extra or emergency work they receive credit only for compensatory time off.

We believe the city's basic method of handling a formal standby list and its method of pay for standby time is appropriate. However, the method of compensating employees who are called out after hours and on week-ends to perform emergency work should be examined. The employees who raised this subject were questioning the requirement that an employee must be on a formal call schedule in order to qualify for overtime pay at time and one-half. We believe the City should examine its present policy to determine whether a uniform method of compensating employees who are called out for emergency work should be adopted.

Night Shift Differential

The City of Sacramento does not now provide additional pay for night shift work. Our review of the practices of the salary survey agencies indicates that most of them pay a night shift differential for all employees except uniformed Police and Fire. The survey agencies generally require that employees work at least 4 hours of a regularly scheduled shift between specified evening and morning hours, such as 6 P.M. and 7 A.M. The methods of compensation fall into two main categories:

- (a) A percentage differential, ranging from $2\frac{1}{2}$ to 5 percent
- (b) A flat dollar amount of differential

Of these methods the percentage differential is by far the most widely used, and in our judgment is preferable.

We recommend that the City include a survey of night shift differential practices in its study and review of overtime compensation, standby and call-back provisions and working out of class standards. The establishment of a night shift differential policy in keeping with prevailing practices and the needs of the City would appear to be justified.